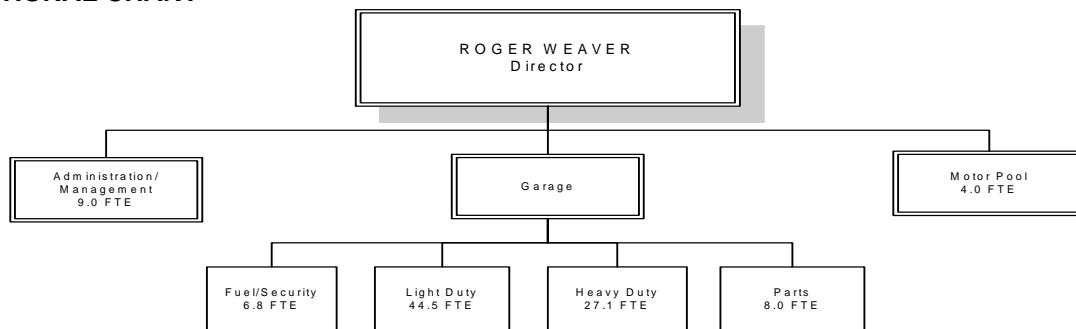


FLEET MANAGEMENT Roger Weaver

MISSION STATEMENT

The mission of the Fleet Management Department is to provide vehicles, equipment, and services to the officials and employees of the County that provide the services that promote the health, safety, well being, and quality of life of the residents of the County.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2005-06				
	Appropriation	Revenue	Revenue Over/ (Under) Exp	Staffing
Garage	12,659,104	12,835,000	175,896	96.4
Motor Pool	8,866,469	9,272,000	405,531	4.0
TOTAL	21,525,573	22,107,000	581,427	100.4

Garage

DESCRIPTION OF MAJOR SERVICES

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, and emergency field services for the county's fleet of vehicles and heavy equipment.

The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to provide working capital, finance the replacement of fixed assets, and fund capital improvements. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	8,641,403	9,953,923	11,087,270	12,659,104
Departmental Revenue	8,968,736	10,520,000	13,082,625	12,835,000
Revenue Over/(Under) Expense	327,333	566,077	1,995,355	175,896
Budgeted Staffing		97.0		96.4
Fixed Assets	-	371,800	-	238,500
Unrestricted Net Assets Available at Year End	(105,369)		1,889,986	

Workload Indicators

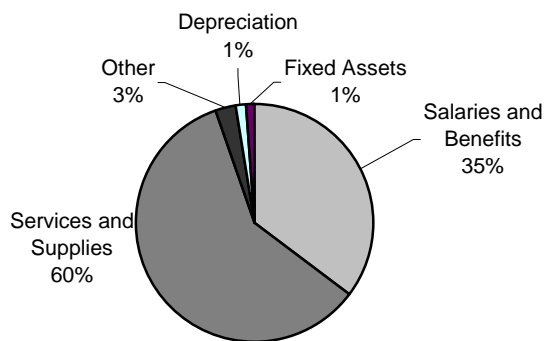
Number of work orders	18,059	18,000	17,600	19,500
Number of billable shop hours	77,995	80,000	75,500	90,149
Parts sales - gross revenue	2,419,115	3,000,000	2,280,000	2,550,000
Fuel dispensed - gallons	3,010,954	3,000,000	3,150,000	3,150,000

In 2005-06 a net decrease of 0.6 positions is requested.

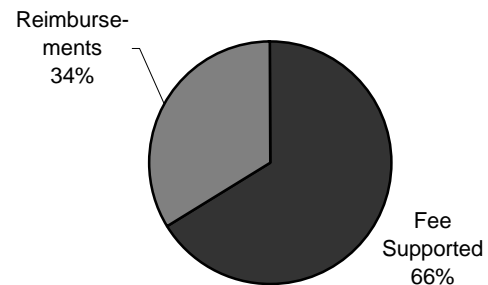


- The reclassification of 1.0 Applications Specialist (R53) to Automated Systems Analyst I (R53) is requested to better align classification to actual job duties.
- The transfer-out of 1.0 Vehicle Services Shop Supervisor from the Parts Room to the Motor Pool budget (IBA VHS) is requested to improve operational functions in the Motor Pool division. This position will assist with the development of specifications for vehicle purchases and support the day-to-day Motor Pool operations.
- The addition of 1.0 Equipment Parts Specialist I and 2.0 Equipment Services Specialists I to the heavy duty, auto, and generator shops will speed up the processing of work orders to meet the customers demand for service. The addition of 1.0 Storekeeper position will enable faster processing of parts orders and quicker payment of invoices. These additions will be partially offset by the deletion of 1.0 vacant Motor Pool Assistant.
- In order to align the department's salaries and benefits budget with its revenue budget, which is based upon rates approved by the Board on March 1, 2005, a distributed vacancy factor of 3.8% was built into the salary projections for all billable positions resulting in a net decrease of 2.6 positions.

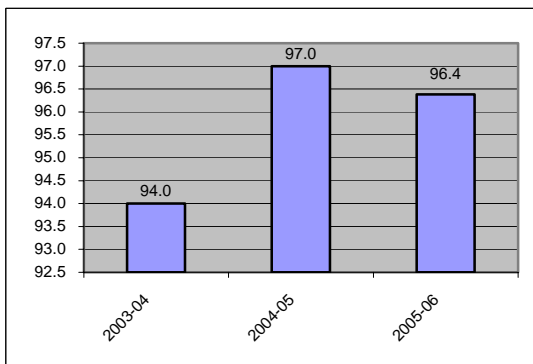
2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



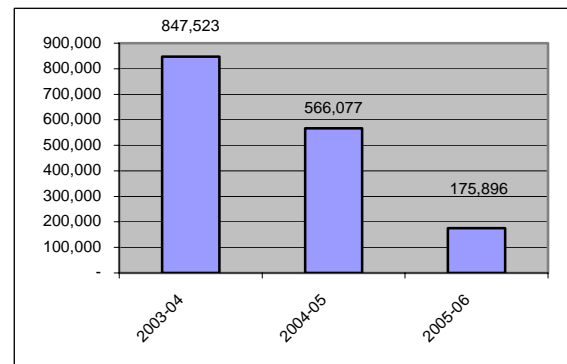
2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 REVENUE OVER/(UNDER) TREND CHART



GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Garage Warehouse

BUDGET UNIT: ICB VHS
FUNCTION: General
ACTIVITY: Central Garage

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	6,323,600	6,460,338	488,041	-	6,948,379	(98,472)	6,849,907
Services and Supplies	9,944,553	8,783,973	(98,954)	-	8,685,019	2,822,685	11,507,704
Central Computer	32,200	36,434	(3,397)	-	33,037	-	33,037
Transfers	498,417	566,522	-	-	566,522	(21,258)	545,264
Total Exp Authority	16,798,770	15,847,267	385,690	-	16,232,957	2,702,955	18,935,912
Reimbursements	(5,961,500)	(6,143,344)	-	-	(6,143,344)	(383,464)	(6,526,808)
Total Appropriation	10,837,270	9,703,923	385,690	-	10,089,613	2,319,491	12,409,104
Depreciation	250,000	250,000	-	-	250,000	-	250,000
Total Requirements	11,087,270	9,953,923	385,690	-	10,339,613	2,319,491	12,659,104
Departmental Revenue							
Use Of Money and Prop	15,625	20,000	-	-	20,000	35,000	55,000
Current Services	11,067,000	10,500,000	-	-	10,500,000	2,280,000	12,780,000
Total Revenue	11,082,625	10,520,000	-	-	10,520,000	2,315,000	12,835,000
Operating Transfers In	2,000,000	-	-	-	-	-	-
Total Financing Sources	13,082,625	10,520,000	-	-	10,520,000	2,315,000	12,835,000
Rev Over/(Under) Exp	1,995,355	566,077	(385,690)	-	180,387	(4,491)	175,896
Budgeted Staffing		97.0	-	-	97.0	(0.6)	96.4
Fixed Asset							
Improvement to Structures	-	211,800	-	-	211,800	(29,300)	182,500
Equipment	-	160,000	-	-	160,000	(104,000)	56,000
Total Fixed Assets	-	371,800	-	-	371,800	(133,300)	238,500

In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases and will incur decreased costs in risk management insurance and computer printing costs. In addition, this budget unit included an estimated increase in salaries and benefits related to the pending negotiations, as this cost is financed by departmental revenues. These costs are reflected in the Cost to Maintain Current Program Services column. Also in 2005-06, fuel costs are expected to continue soaring to record levels driving the need for significant increased services and supplies appropriation, which is offset by increased reimbursements and revenues from sales.

Net assets in the Garage fund have been substantially depleted because Fleet Management rates were not adjusted between 1992 and 2003. Each year since 2002-03, Fleet Management rates have been analyzed and presented for Board approval; however, the department determined that working capital reserves cannot be adjusted to appropriate levels in a reasonable amount of time without adversely impacting rates. On March 1, 2005, the department recommended and the Board approved the transfer of \$2 million from the Motor Pool fund to the Garage fund to adjust working capital reserves in each of the funds to a more appropriate level and enable Fleet Management to stabilize its rates in upcoming fiscal years.

This proposed budget is expected to decrease working capital reserves in the Garage fund by approximately \$63,000 from \$1.89 million to \$1.83 million. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund is approximately \$1.49 million.



DEPARTMENT: Fleet Management
 FUND: Garage Warehouse
 BUDGET UNIT: ICB VHS

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits Reclassify 1.0 Applications Specialist (R53) to Automated Systems Analyst I (R53) to better align classification to actual job duties.	-	-	-	-
2. Salaries and Benefits Transfer 1.0 Vehicle Services Shop Supervisor to the Motor Pool budget (IBA VHS).	(1.0)	(56,456)	-	56,456
3. Salaries and Benefits The addition of 1.0 Equipment Parts Specialist and 2.0 Equipment Services Specialist are requested to facilitate the processing of work orders to meet customer service demands. Also, an additional 1.0 Storekeeper is requested to speed the processing of parts orders and payment of invoices. These additions are partially offset by the deletion of 1.0 vacant Motor Pool Assistant.	3.0	139,456	-	(139,456)
4. Salaries and Benefits In order to align the department's salaries and benefits budget with its revenue budget, which is based on rates approved by the Board on March 1, 2005, a distributed vacancy factor of 3.8% was built into the salary projections for all billable positions for a net decrease of 2.6 positions.	(2.6)	(181,472)	-	181,472
5. Services and Supplies Fuel prices are expected to reach record highs while demand is expected to remain steady due to the need of agency users to continue to supply services to their customers. Parts and materials used on work orders were increased by 5% to account for inflation and to include the additional work orders expected to be processed due to increased demand for services. Costs are offset by additional revenue from the sale of fuel and parts.	-	2,319,036	2,315,000	(4,036)
6. Services and Supplies Increased costs related to tools, small equipment, and miscellaneous expenses.		120,185	-	(120,185)
7. Transfers Reduced transfers primarily due to reduced Motor Pool charges.	-	(21,258)	-	21,258
Total	(0.6)	2,319,491	2,315,000	(4,491)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Improvements to Structures The Fleet Management HVAC Project (CIP No. 04-012) was combined with the project to remodel Buildings 1 and 6 (CIP No. 03-30). The Architecture & Engineering Department advised that combining the projects is likely to result in significant overall cost savings for these projects.	(29,300)
2. Fixed Assets - Equipment Decrease because fixed asset purchases are not anticipated in 2005-06.	(104,000)
Total	(133,300)

